



COMMONWEALTH OF MASSACHUSETTS



2021 MASSTRAILS GRANTS PROGRAM

Grant Application Template

*This application template is provided for reference purposes only. All proposals must be submitted electronically through the program's online application portal. Please refer to the MassTrails Grant Guidelines and FAQs for assistance. An * indicates a required field.*

SECTION I: APPLICANT INFORMATION

1.1: *Organization:

1.2: *Contact Name:

1.3: *Contact Phone:

1.4: *Contact Email:

1.5: *Mailing Address:

1.6: *Has this entity received state trail grant funding in previous years (i.e., MassTrails, Recreational Trails Program Grants)? Yes / No

1.7: If yes, please indicate the funding source, project name(s) and year(s) awarded.

SECTION II: PROJECT INFORMATION

2.1: ***Project Title:** *Please limit the project Title to a maximum of 5 words.*

2.2: ***Municipality(s) where the project will take place:**

2.3: ***Brief Project Description:** *Please provide a brief description of the proposed project in 3-4 sentences. This description will be used to describe the project in abbreviated form for various purposes including approvals, press and announcements going forward.*

2.4: ***Total Project Value:** *See the “MassTrails Budget and Timeline Worksheet” and attach at the end of this application. The worksheet can be accessed on the MassTrails Grants website.*

\$

2.5: ***Grant Amount Requested:** (Up to 80% of Total Project Value)

\$

2.6: ***Matching Amount Committed:** (Minimum of 20% of Total Project Value)

\$

2.7: ***What is the primary activity of the project?** (Check one)

Project Development

Design / Engineering / Permitting

Construction

Maintenance

Maintenance Equipment Purchase

Other:

2.8: *** What type of trail will this project build?** (Check one)

Shared-Use Path (Accessible / Bike and Pedestrian Path)

Woodland Trail (Hiking / Mt Biking / Other Non-Motorized Trail)

Motorized Trail (Snowmobile / ATV / Off-Highway Motorcycle, 4-Wheel Drive)

Other:

Note that if this is a design/engineering/permitting project, indicate what type of trail is being planned. And, if this is an equipment purchase only, indicate what type of trail the equipment will serve.

2.9: ***What user group will this trail/pathway serve/allow?** (Check all that apply)

Walkers / Runners / Hikers / Bicyclists / Mountain Bikers / Cross-Country Skiers / Equestrians /

Snowmobiles / ATV Riders / Off-Road Motorcyclists / 4-Wheel Drive Trucks / Paddlers/Rowers

Other:

Note that if this is a design/engineering/permitting project, indicate the intended user group of the planned trail. And, if this is an equipment purchase only, indicate the intended user group of the benefiting trail.

2.10: ***Briefly describe the project site/location.** *Describe the specific project site and limits, starting/terminus points and destinations.*

2.11: List the name of the landowner(s) and other relevant interest held on the property and by what entity (e.g., Conservation Restriction, Leasehold, Right of Way, Easement). *Provide documentation of permissions for project work by all required entities as an attachment in the final section of this application. For more information on required permissions, see the MassTrails Grant Guidelines and FAQs. If permissions are pending, indicate the status in this section and note that all permission must be in place and documented before any on-the-ground construction can take place.*

2.12: *Is the land where the project will take place publicly owned?

Yes / No

2.13: For land that is owned by a non-profit or private entity, is there guaranteed public access to the project site for at least 10 years after the project is completed? What agreement(s) are in place to ensure public access? *Provide documentation of public access assurances/agreements for project work by all required entities as an attachment in the final section of this application. For more information on required permissions, see the MassTrails Grant Guidelines and FAQs. If agreements are pending, indicate the status in this section and note that all formal agreements must be in place and documented before any on-the-ground construction can take place.*

2.14: *Does this project meet the minimum state and federal requirements for accessibility? *All MassTrails projects must comply with state and federal regulations for accessibility, depending on the structure and intended use of the pathway or trail system. See the MassTrails FAQs and Grant Guidelines document for assessing a project's regulatory requirements for accessible trails and pathways.*

Yes / No

2.15: *Does the project involve the purchase of steel or iron, including construction supplies (e.g., bridges, culverts) or equipment with steel or iron parts (e.g., tractors, snowmobiles), with a value of \$2,500 or more? *MassTrails projects may be required to comply with the U.S. DOT Buy America provision. See FAQs and Grant Guidelines document for details.*

Yes / No

2.16: If applicable, has a Project Need Form (PNF) / Project Initiation Form (PIF) been submitted to MassDOT? What is the project number (if one has been assigned)? *If TIP funding is anticipated for the project, a PNF must be submitted to MassDOT to qualify for MassTrails funding.*

SECTION III: NARRATIVE

MassTrails Grant Criteria

MassTrails seeks strong projects that:

Plan, Design or Construct off-road, shared-use pathway, and recreational trail connections between where Massachusetts residents live, learn, work, shop, and recreate (Connect)

- MassTrails favors building out the longer distance shared-use pathways and recreational trails across the state
- MassTrails prioritizes filling in critical gaps in existing networks, or overcoming current barriers to connectivity
- MassTrails considers the number of people that will potentially access a given project

Serve the diversity of Massachusetts residents, especially (Equitable)

- Minority and low-income populations (Environmental Justice Communities)
- Other underserved or vulnerable populations including elderly, limited English proficiency, and persons with disabilities
- Youth

Allow for efficient use of grant funds (Efficient)

- Have a detailed and reasonable budget
- Have a strong local match
- Have funding in place or a plan for funding subsequent required phases

Are ready for the proposed phase (Ready)

- Previous planning work supports proposed phase
- Appropriate community input and outreach has been completed
- Environmental, permitting and right-of-way challenges have been identified and alternatives and solutions have been fully explored
- Have a plan in place for ongoing required maintenance once the project is complete

Adequately address safety (Safe)

Adequately address accessibility (Accessible)

Create diverse, high-quality recreational experiences and connect users to the natural and cultural wealth of Massachusetts (Experiential)

3.1: *Describe specifically what kind of trail your project proposes to design and/or build? *Describe in detail the characteristics of the proposed trail (including length, width, surface material, grades / terrain, structures, signage, and amenities).*

3.2: *Describe the specific tasks required to complete this project. *Be as specific as possible about the steps the grant project will take and the results you hope to achieve. Include the specific trails location(s), starting and ending points, and trail distances. Describe the trail surface material, and any proposed structures involved. All tasks must coincide with the project's budget.*

3.3 *Describe how this project will fill in a critical network gap and/or connect directly to other existing trails, trail segments or trail networks, and to residential, commercial and recreational “community anchors.” *Please describe how the proposed project connects directly to existing trails and trail networks. Describe how it will connect directly to important community anchors. If this project creates an off-road trail connection under, over or around a significant barrier (e.g., major roadway) describe and highlight that. In supporting materials, include a map that shows these specific direct connections to support your narrative.*

3.4: *Is the project located in or near an Environmental Justice Community or in close proximity to an “underserved” community? If applicable, describe the impacted EJ or underserved community. What is the proximity of the community to the trail (does the trail intersect with the population block, run adjacent, or is it a certain distance away?) How will this project improve access, mobility, safety, health and/or quality of life for these populations? *See Grant Guidelines for information and resources on Environmental Justice Communities. "Underserved" can encompass population groups such as low income, minority, elderly, children, limited English proficiency, geographically isolated communities (e.g., rural) or persons with disabilities.*

3.5: *Describe the steps already taken during this project or planned in future steps to ensure that the project is inclusive of under-represented voices and populations in the community, region, or state. *For example, how has the project solicited feedback and comments from non-English speaking or low-income populations or populations of color and integrated those into project planning and implementation?*

3.6: *Describe the "readiness" of this project for the proposed phase. *What planning / engineering steps have already been accomplished? What permits are anticipated, which ones are already in place? Is there a plan in place for ongoing maintenance?*

3.7: *Describe community support for this project. *How was the public involved in the project's selection and planning and what is the public's role going forward? What votes are required and have those taken place and passed? Describe any existing or anticipated opposition to the project and how that is being addressed.*

3.8: *Does this project specifically address an existing or potential safety issue? If yes, describe the proposed installation/enhancement and how it will improve safety on the trail. *All projects must meet minimum safety requirements for the intended use. This question only applies to projects which are specifically applying for funds to address an existing or potential safety issue.*

3.9: *How does this project specifically address or improve accessibility for people with disabilities? *Provide a brief overview of how the project will facilitate new or improved access for populations with limited mobility, including but not limited to elderly, visually impaired and wheelchair users. *Note that all projects must meet the minimum regulatory requirements for accessibility according to the designed use of the trail (see the Grant Guidelines for accessibility information and resources).*

3.10: *What distinguishes this project as a unique, high-quality recreational experience for the visitors and residents of Massachusetts?

SECTION IV: CULTURAL AND NATURAL RESOURCES PROTECTION

Any project that receives state or federal funding must comply with various laws and regulations to protect natural and cultural resources including, but not necessarily limited to:

Historic Resources
Below-Ground Archaeology
Wetlands and Waterways
Rare and Endangered Species
Massachusetts Environmental Policy Act

The below questions will assist us in evaluating your project and helping us guide you through the natural and cultural permitting processes.

4.1: *To the best of your knowledge, is your project near any historic or archaeological resources?

Yes / No

4.2: If Yes, please describe the resources and how your project will avoid, minimize or mitigate any impacts to these resources.

4.3: *Will your project involve even minimal excavation?

Yes / No

4.4: Please describe the locations and extents of excavation.

4.5: *Will your project require Wetland Protection Act permitting (i.e., Will any part occur within 100 feet of a wetland or 200 feet of a perennial stream?)

Yes / No

4.6: If yes, please describe what communications you have had with the local Conservation Commission, and what steps you are taking to avoid wetland impacts.

4.7: *Will the project occur within Estimated Habitats of Rare Wildlife and/or Priority Habitats of Rare Species, according to MA Division of Fisheries and Wildlife's Natural Heritage Atlas? (available at http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm)

Yes / No

4.8: If yes, please describe what communications you have had with the Massachusetts Natural Heritage and Endangered Species Program, and what steps you are taking to avoid impacts to rare species.

4.9: *Does the project meet or exceed any thresholds for MEPA review set in 301 CMR 11.03? List all relevant thresholds and indicate if ENF and/or EIR are required.

4.10: Are there any other permits required for this project? Please indicate the permit type and how/when it will be obtained.

SECTION V: EQUIPMENT WORKSHEET (Required for Equipment Purchases Only)

Equipment purchases are permitted under the MassTrails grant program. This can include equipment necessary for trail construction and maintenance activities, such as mowers, chainsaws, snow grooming machines and all-terrain vehicles (for hauling people and materials). Equipment is defined as tangible personal property having a useful life of at least five years and a per-unit acquisition cost of \$1,000 or greater. Equipment must be purchased in full with the title held by the grantee and must be used for the proper authorized use as stated in the project proposal.

Three bids **MUST** be solicited for all equipment purchases with a value of \$1,000 or more. Attach three quotes to the last section of this application.

Please answer each question listed below for **ALL** proposals to purchase equipment with a value of \$1,000 or more. This is **REQUIRED** in order to be considered for a grant award.

5.1: Have three quotes been obtained for this particular piece of equipment?

Yes / No

5.2: What need will the purchase of this equipment fulfill? For multiple pieces of equipment, describe the individual benefit for each.

5.3: Describe the trail or trail system where the equipment will be used. Include the type of trail, length, surface, user groups and condition of the trail/system.

5.4: What is the estimated daily use of the section of trail/system where the equipment will be used?

5.5: Where and how will the equipment be stored (during both the winter and summer months, if different)?

5.6: Is this equipment replacing an older piece of equipment that was purchased using previous grant funds (i.e., Recreational Trails Program)? If so, what is the plan for that piece of equipment's disposal/re-allocation?

5.7: If proposing to purchase accessories, justify each individual addition with an explanation, if applicable.

5.8 Is this equipment "Buy America" compliant. (*See Grant Guidelines for more information on Buy America.*)

SECTION VI: REQUIRED DOCUMENTS AND SUPPORTING MATERIALS

Uploaded Documents will not be saved until your final submission. Do not upload documents until you are ready to submit your application.

Please remember that:

MassTrails grants are REIMBURSABLE, meaning grantees must first pay for expenditures themselves and then submit for reimbursement using the required documentation.

MassTrails grants are MATCHING grants and require that proponents provide at least 20% of the total project cost.

Eligible projects require documented land owner permission, assurance of continuing public access and community and abutter support.

In this section, when you are ready to submit your application, you will upload:

Project Budget and Timeline Worksheets

Map(s) of Project Location and Extent (or Zipped GIS Files)

Project Specifications, Plans, Drawings, Photos (as a single PDF)

Landowner Permission Documentation/Assurance of Continuing Public Access (as a single PDF)

Additional Project Information (Completed Permits, Conservation Restriction/Easement/Right of Way, Bids/Quotes, Town Votes)

6.1 *MassTrails Grant Budget and Timeline Worksheets (Required - Note that there are two (2) tabs on this spreadsheet - BOTH should be filled out). *Worksheet can be downloaded at the MassTrails Grants website (<https://www.mass.gov/guides/masstrails-grants>)*

6.2: *Project Map(s) (Required). *Submit a map of the project location and extent (as detailed as possible). Submit additional maps as needed using various imagery and data to depict the project as accurately as possible. We also encourage you to submit a single zipped GIS file of the project extent under Additional Project Information below, though this is not required.*

6.3: Project Documents (Photos, Plans, Drawings, etc.) *Submit a single PDF file of photos showing the typical trail / location conditions. Be sure to clearly label each picture and provide a description of its context. Also include any plans, drawings, and other specification documents of the proposed structures to be built (bridges, boardwalks, kiosks, signage, platforms, trail drainage structures, culverts, etc.)*

6.4: *Documentation of Landowner(s) Permission / Authorization (Required)

Optional, submit up to three files containing additional information that reviewers may need in order to make informed determinations.

6.5: Additional Project Information. *Submit a file with any additional project information.*

6.6: Additional Project Information. *Submit a file with any additional project information.*

6.7: Additional Project Information. *Submit a file with any additional project information.*